Terminal Operations

FUNCTION NAME: **LOGIN WITHDRAWAL ORDER MAINTENANCE**

WHEN TO USE:

- To request a board lot or odd lot withdrawal of shares online. Withdrawal orders input and authorised by the participants are processed by HKSCC and can be ready for pick-up at the CCASS Depository either on the same day or on the following day, depending on the time of order authorisation. In the case of odd lot withdrawals, the collection date is subject to the availability of certificates.

- In reference to debt securities, withdrawal activities include issues of bearer bonds, denominated in both definitive and global forms and registered bonds. Only certain bonds are allowed for withdrawal, as stipulated by the bonds' issuers. Once withdrawn, debt securities are not allowed for re-deposit into HKSCC.

- When the withdrawal order is for a bearer bond denominated in global form, (provided that withdrawal is permitted for the issue in question), the processing time of such an order is extended so as to obtain the appropriate certificate denominations for filling the withdrawal order. Participants are notified of the processing status of the withdrawal order in the same manner.

AVAILABLE MAINTENANCE FUNCTIONS:

A. Add Login Withdrawal Order
   To add a board lot or odd lot withdrawal of shares online.

B. Change Login Withdrawal Order
   To amend the details of a pending withdrawal order which was entered via the ADD LOGIN WITHDRAWAL ORDER function.

C. Delete Login Withdrawal Order
   To delete a pending withdrawal order which was entered via the ADD LOGIN WITHDRAWAL ORDER function.

D. Enquire Login Withdrawal Order
   To make enquiries on the details and current status of withdrawal orders.

E. Authorise Login Withdrawal Order
   To authorise a pending withdrawal order which was entered via the ADD LOGIN WITHDRAWAL ORDER function.

F. Cancel Login Withdrawal Order
   To cancel withdrawal orders which was authorised via the AUTHORISE LOGIN WITHDRAWAL ORDER function at the "Withhold" status, namely:
   a) odd lot withdrawal orders
   b) withdrawal of bearer bonds denominated in global form, in both board lot and odd lot.
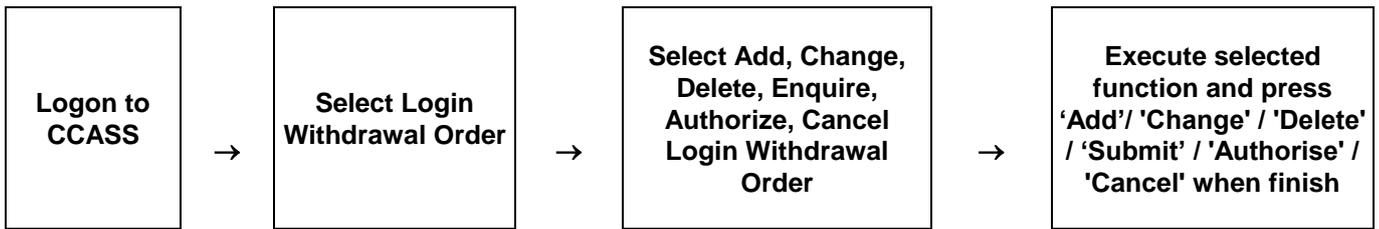
AVAILABLE FUNCTION TIME:

- Except the ENQUIRE LOGIN WITHDRAWAL ORDER function, login withdrawal order maintenance must be performed between 9:30 a.m. and 3:45 p.m. Monday to Friday (except holiday). The ENQUIRE LOGIN WITHDRAWAL ORDER function must be performed between 9:00 a.m. and 7:00 p.m. Monday to Friday (except holiday).

FUNCTIONAL DESCRIPTIONS:

- Entering a withdrawal order requires input to the following mandatory fields:

  . lot type   - for specifying a board lot or odd lot withdrawal.
  . stock account   - account from which the stock quantity is to be debited.
  . stock code or ISIN - the stock to be withdrawn.
  . no of shares   - quantity of stock to be withdrawn.
  . number of transfer deeds and the corresponding denominations required for the withdrawal order. *
  . whether the withdrawal is resulting from settlement or custody or no purpose.

  * (Input to this field is not required for the withdrawal of bearer bonds)

- Withdrawal orders can be in the form of board lot or odd lot withdrawals. Board lot withdrawal orders are automatically confirmed by CCASS when authorised, whereas requests for odd lot withdrawals must be verified for availability of stock prior to acceptance of the withdrawal order.

- Upon successful input of the withdrawal order details, the order is at 'Pending' status. The CHANGE LOGIN WITHDRAWAL ORDER function can be used to amend withdrawal orders which have not been authorised. The order status remains as 'Pending' after confirmation of the change to the withdrawal order details.

- The DELETE LOGIN WITHDRAWAL ORDER function can be used to delete withdrawal orders which have not been authorised. Once a withdrawal order is deleted, the withdrawal order details are automatically removed from CCASS, and enquiry or retrieval of the withdrawal order is not available.

- The ENQUIRE LOGIN WITHDRAWAL ORDER function is an enquiry function for reviewing information regarding withdrawal orders. The enquiry also reflects the withdrawal order status for identifying the processing stage of the withdrawal order.

- Withdrawal orders must be authorised by the AUTHORISE LOGIN WITHDRAWAL ORDER function. Once board lot withdrawal orders are authorised, the order status is updated from 'Pending' to 'Accepted' and cannot be cancelled. In the case of odd lot withdrawals, the order status is updated from 'Pending' to 'Withhold' as HKSCC must verify the availability of the odd lot shares requested. In the withdrawal of a bearer bond denominated in global form, the status of the withdrawal order is updated from 'Pending' to 'Withhold' for both board lot and odd lot type withdrawal orders. Upon receipt of correctly denominated certificates, HKSCC updates the status to 'Accepted'.

- The CANCEL LOGIN WITHDRAWAL ORDER function can be used to cancel the withdrawal order at 'Withhold' status. Once the withdrawal order at 'Withhold' status is cancelled, the 'odd lot withhold balance' would be released by CCASS. The order status is updated to 'Cancelled'.

The access path for login withdrawal order maintenance function is:

Logon to CCASS	→	**Select Login Withdrawal Order**	→	**Select Add, Change, Delete, Enquire, Authorize, Cancel Login Withdrawal Order**	→	**Execute selected function and press 'Add'/ 'Change' / 'Delete' / 'Submit' / 'Authorise' / 'Cancel' when finish**

LOGIN WITHDRAWAL ORDER MAINTENANCE – Sample Screen:

DESCRIPTION OF FIELDS:

Field	*Description/Format*
WITHDRAWAL ORDER NUMBER	- for board lot withdrawal orders, displays the unique reference number assigned by CCASS when the details of the Login Withdrawal Order are retrieved in the AUTHORISE LOGIN WITHDRAWAL ORDER detail screen. - for odd lot withdrawal orders, and withdrawal orders of bearer bonds denominated in global form (both board lot & odd lot), the unique reference number is assigned by CCASS once the withdrawal order is at 'Accepted' status. - the Withdrawal Order Number is a 9-digit number beginning with the character 'W'.
LOGIN WITHDRAWAL ORDER NUMBER	- display the unique reference number assigned by CCASS when the ADD LOGIN WITHDRAWAL ORDER prompt screen is retrieved. - the Login Withdrawal Order Number is a 9-digit number beginning with the character 'V'.
SELECT	- click the check box for the particular withdrawal order to be authorised, deleted or cancelled. - click multiple check boxes for selection of multiple withdrawal orders to be authorised, deleted or cancelled. - 'Select All' for all withdrawal orders to be authorised, deleted or cancelled.
STOCK ACCOUNT	- input required. - the stock account designated by the participant from which the stock is to be debited for the withdrawal order. - the stock account must not be a TSF Account (17 and 18), the Stock Collateral Control Account (20) or any SSA with Statement Service whose Affirmation Requirement is set to 'Yes'. - CCASS overlooks leading zero(s); i.e. '5', '05' and '005' are treated as the same.
STOCK	- display the stock code and stock short name of the stock to be withdrawn.
ISIN	- display the International Securities Identification Number of the stock to be withdrawn.
ISIN OR STOCK CODE	- input the ISIN / stock code for display of a particular stock to be withdrawn. - can obtain the ISIN or stock code from the hyperlink of 'Enquire Stock List'. - must not be a delisted stock. - CCASS overlooks leading zero(s); i.e. '17', '017', '0017' and '00017' are treated as the same.

Field	Description/Format
MARKET	- select the market code assigned by HKSCC via pull down menu. - display the market code and market short name of the market being enquired.
LOT TYPE	- input required. - input field for indicating whether the withdrawal order is for withdrawal of a board lot or odd lot of the stock. Click 'Board Lot' for board lot withdrawal or 'Odd Lot' for odd lot withdrawal.
SETTLEMENT/CUSTODY	- input required. - click 'Blank' for bearer bond withdrawals. - click 'Settlement' for shares resulting from settlement. - click 'Custody' for shares resulting from custody.
NUMBER OF SHARES	- input required. - input the number of shares to be withdrawn for the stock.
TRANSACTION CLASS	- no input required. - display the type of withdrawal. The following are the different types of transaction classes related to the stock being withdrawn: 　- Normal Withdrawal. 　- Withdrawal of a Delisted Stock. 　- Withdrawal of a Non-eligible stock. 　- Normal Withdrawal (scrip fee exempted). 　　e.g. PAL Withdrawal 　- Withdrawal for Parallel Trading 　- Withdrawal of Unit Trust
REMARKS	- for the optional inputting of remarks.

Field	*Description/Format*
STATUS	- identify the status of the withdrawal order: **For board lot withdrawal:** −Pending - newly created withdrawal order prior to authorisation. −Accepted - withdrawal order status after authorisation. −Ready for collection - share certificates are ready for pick-up at the Depository Counter. −Shares collected - share certificates have been picked up from the Depository Counter. −Voided - voiding of withdrawal orders are only performed under special situations at the discretion of HKSCC. Withdrawal orders cannot be voided as a result of input errors to withdrawal details. **For odd lot withdrawals and withdrawal orders at bearer bonds denominated in global form (both board lot and odd lot):** − Pending - newly created withdrawal order prior to authorisation. − Withhold - odd lot / bearer bond withdrawal order status after authorisation. − Cancelled - cancelled withdrawal order after it has been authorised. − Confirmed - the 'Confirmed' status applies to withdrawal orders where share certificates are not readily available to fill the withdrawal orders but share certificates are being processed to fill the orders (usually a 10-day processing period). For bearer bonds denominated in global form, the turn around time for receipt of correctly denominated certificates is approximately 2-3 months. − Accepted - Withdrawal order is accepted by HKSCC as share certificates are available to fill the odd lot / bearer bond withdrawal. Withdrawal orders cannot be cancelled once at the 'Accepted' status. − Ready for collection - share certificates are ready for pick-up at the Depository Counter. − Shares collected - share certificates have been picked up from the Depository Counter. − Voided - voiding of withdrawal orders are only performed under special situations at the discretion of HKSCC. Withdrawal orders cannot be voided as a result of input errors to withdrawal details.
LOT SIZE	- display the board lot size of the stock.

Field	Description/Format
DEPOSITORY	- no input required. - specify the location of the depository from which the withdrawal is being made.

TRANSFER DEED	- for inputting the number of Transfer Deeds required for the requested denomination. A maximum of five transfer deeds/denomination combinations totalling the withdrawal amount can be input to the withdrawal order. (e.g.)
	- Three Transfer Deeds can be requested with the denomination of one Transfer Deed being 1,000 shares, and the denomination of the two other Transfer Deeds being 2,000 shares each for a withdrawal order of 5,000 shares.
	
	No of Shares : 5000
	Calculated Total : 5000
	
	Transfer Deed Denomination Subtotal
	    1 1000 1000
	    2 2000 4000
	
	- input to this field is not required in the withdrawal of bearer bonds.

DENOMINATION	- for inputting the denomination requested for the corresponding Transfer Deed. - the following formats are accepted by CCASS: '2000' or '2,000'. - input to this field is not required in the withdrawal of bearer bonds.
SUBTOTAL	- the number in the TRANSFER DEED column multiplied by the corresponding DENOMINATION to obtain the SUBTOTAL as calculated by CCASS.
CALCULATED TOTAL	- display the calculated total of the withdrawal quantity which is the sum of the SUBTOTAL fields. - The field is blank in the withdrawal of bearer bonds.